

DEVELOPMENT SERVICES DEPARTMENT
BUILDING SAFETY DIVISION



SUITE/UNIT NUMBER PROCEDURES

SEC. 8-112. Suite/Unit Number Assignments.

112.1. Scope. The provisions of this section shall serve as the regulations for the assignment of suite and unit numbers on all multi-occupancy buildings within the City of Tempe.

112.2. Intent. The purpose of this section is to establish a consistent method for the assignment of suite and unit numbers. These requirements are intended to aid fire fighters and other emergency responders, provide for efficient access to property records and information, ensure conformance to the standards of the U. S. Postal service, and our utility companies.

112.3. General Address Assignments. The engineering division of public works is responsible for the assignment of new street names, addresses, and building identification letters. New developments will be initially processed under the address assigned for each undeveloped parcel. The engineering division will subsequently assign the final address or addresses while the project plans are under review.

The building safety division is responsible for the assignment of the individual suite/unit numbers.

Once assigned, all building addresses and suite/unit numbers shall be forwarded by the engineering division to the, development services department, U.S. Postal Service, Tempe police and fire departments, and all utility companies.

The actual size, color, and field placement of addresses, suite, and unit numbers shall be as specified in the Zoning and Development Code.

112.4. Suite Number Assignments. All unit spaces within multi-occupant buildings will be assigned individual suite/unit numbers. Separate street addresses shall not be assigned to multiple tenants in a single building.

In order to initiate this process the project must submit a separate site plan including the building layouts to the development services department for suite/unit number assignment. This submittal shall consist of two (2) copies of a properly scaled site plan at least 24" x 36" in size, depicting the site, building layouts, parking lots, building orientations, driveway locations, building exits, elevators, lobbies, and corridors. Proposed tenant layout plans may also be submitted with the required site plan to assist in the proper assignment of suite numbers.

All suite/unit numbers shall be assigned prior to permit issuance for any tenant improvements.

112.4.1. Tenant Space Layout. Retail and office buildings will be assigned a separate suite number for each 20 foot increment of space along the length of the building. Buildings that have tenant entrances on 2 or more sides will be assigned suite numbers on the entry sides of the building for each 20 foot increment of space. Reference lines will

be drawn on the plan to represent the 20 foot spacing. The reference lines shall determine the suite number a tenant improvement may use based on its proposed location within the building.

Exception:

1. Mixed use buildings such as office/warehouse and similar mixed uses may be divided into increments of up to 40 feet.
2. Apartments, condominiums, and hotels/motels will be assigned a unit number for each unit.
3. Townhouses without the availability of individual addresses will be assigned a unit number for each unit.

The suite numbers assigned to these spaces represent the possible number of spaces that the building may be divided into and are not meant to represent the actual tenant space layouts.

If a proposed tenant improvement encompasses multiple spaces, the tenant may choose any suite number within the range of suite numbers that the space will occupy.

112.4.2. Numbering. Suite/unit numbers are assigned as three (3) digit numbers. The first digit in the suite number will represent the floor level of the suite/unit.

Exception:

1. Four digit suite/unit numbers will be used for floors above the 9th floor, and for multifamily residential condominiums and apartments.

Duplicate unit numbers will not be used within projects, even if the project has more than one address or street entry. Projects containing multiple street addresses (areas) and containing a letter designation for each building, will have unit numbers assigned sequentially throughout the project.

When numbering sequentially from one area to another, each new area will commence its numbering with the next 100 series left off from the previous area.

112.4.2.1. Exterior tenant entrances. For buildings with exterior tenant entrances, the suite numbering will commence from the left front of the building, as viewed from the street used in the building address, beginning with 101 and continuing clockwise sequentially to the right.

Exceptions:

1. Buildings with main entrances which do not face the address street will be assigned numbers from the left side of the building entrance clockwise sequentially to the right.
2. Building orientation on the lot may necessitate a front to back suite numbering.

112.4.2.2. Basements. Basement suite/unit numbers shall be preceded with the letter B.

112.4.3. Interior Tenant Entrances. For buildings with interior entrances only, from the street used in the building address, the suite/unit numbering starts with 101 on the left side after going through the main entrance to access the suite/unit spaces and continues clockwise around the corridor.

When buildings have multiple floors, the first suite shall start with '01 numbers, such as 201, and 301, applicable to each floor level and shall start in the same general location as required for the first suite (101) on the ground floor then continue clockwise sequentially around the corridor.

Exception:

1. Tenant spaces that occupy a complete floor level may be assigned the '00 number, such as 200 and 300, applicable to that floor level, provided that at such time as the floor is occupied by two or more tenant spaces the numbers shall be reassigned to '01 numbering.
2. For multiple floors, the suite numbering begins with the first suite on the left after exiting the elevator or main entry stairway for buildings with no elevator, and continuing clockwise around the corridor.

112.4.4. Atypical Buildings and Projects. Buildings and projects that can not readily conform to these standards shall be reviewed on a case by case basis by a multi-disciplinary team made up an authorized member of the police department, fire department, engineering department, development services department, and the U.S. Postal Service. Decisions rendered by this team may only be altered by the approval of all of the team members.

112.4.5. Existing Buildings. Buildings not in conformity with the current suiting policy may continue to utilize existing suite numbering until such time that the building is:

1. At or below a fifty-percent (50%) vacancy rate; and
2. When a tenant improvement is proposed

All suites with tenant improvements after the building is at or below fifty-percent (50%) vacancy rate will use the new suite numbers. The existing occupied suites will have twelve (12) months to conform to the newly assigned suite numbers. If a conflict in suite numbering exists as a result of re-suiting to the current policy, the building official or designee shall implement a suite numbering plan for the building which shall, as practicable, bring all suites into substantial compliance.

PROJECT IS PROPOSED IN TWO PHASES:
1. COMPLETE PARKING AREA "PHASE 1"
2. COMPLETE BALANCE OF WORK SHOWN
1. TENANT IMPROVEMENTS REQUIRE SEPARATE PERMIT.

MAXIMUM SLOPE AT ACCESSIBLE ROUTES IS 1:20
WITH A CROSS SLOPE NOT TO EXCEED 1:50.

0003 INTERNATIONAL EXISTING BUILDING CODE (IBC)
0003 INTERNATIONAL MECHANICAL CODE (IMC)
0003 NATIONAL ELECTRICAL CODE (NEC)
0003 NATIONAL STATE PLUMBING CODE
0003 NATIONAL FIRE CODE (NFC)
0003 NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)
0003 CANO / NEW ADAMS (NFA)

NEW, TWO STORY HOUSE / MULTI-TALENTED
PRICE MATCHING WITH CONCRETE, IN PAINT
EXTERIOR WALLS, STEEL COLUMNS AND ROOF
STRUCTURE WITH MEDIUM PERFORMANCE
INSULATED VISION GLASS IN ALUMINUM
FRAMES, ALL EXPOSED SURFACES, EXCEPT
GLASS WILL HAVE STONE VENEER OR BE
PAINTED. SPECIALS TO INCORPORATE
MULTIPLE TEXTURES AND COLORS.

COPIED PARKING IS NOT APPROVED AS PART OF THIS PRELIMINARY SITE PLAN. APPROVAL OF THE ADDITION OF PARKING GARAGES IN THE FUTURE WILL REQUIRE A SEPARATE SITE AMENDMENT TO BE PROCESSED. GARAGES MUST BE IN CONFORMANCE WITH DESIGN REVIEW GUIDELINE 5.1.8 FOR ARCHITECTURAL QUALITIES. DESIGN REVIEW REQUIREMENTS OF THE CITY AND AREA AROUND THE PROPOSED PARKING WILL BE REVIEWED TO THAT THE RATIO OF COVERED TO UNCOVERED PARKING WILL BE LESS THAN THE RATIO OF COVERED TO UNCOVERED ACCESSIBLE SPACE. THERE WILL BE LESS THAN THE RATIO OF COVERED TO UNCOVERED ACCESSIBLE SPACE. THERE WILL BE LESS THAN THE RATIO OF COVERED TO UNCOVERED ACCESSIBLE SPACE.

OWNER	ICE / ORO
OCCUPANCY	OFFICE
SITE AREA	8
BL COVERAGE	392.412 S.F. (9.01 ACRES)
FLOOR AREA	10,726
FIRST FLOOR	43,151 S.F.
SECOND FLOOR	43,021 S.F.
TOTAL	86,172 S.F.
CONSTRUCTION TYPE	VB - A / G.L.
LOADING REQUIRE	13,000 S.F. OFFICE
AS PART OF WELLS	11,171 S.F. / 500 = 224 S.F. ACROSSWELL

OFFICE BUILDING	
FUTURE BUILDING	
TOTAL	
PERCENTAGE COVERED:	
FIRST FLOOR	(S)
SECOND FLOOR	(S)
TOTAL	
LANDSCAPE COVERAGE:	
LANDSCAPE AREA	
PARKING PROVIDED	
PAVING REQUIRED:	

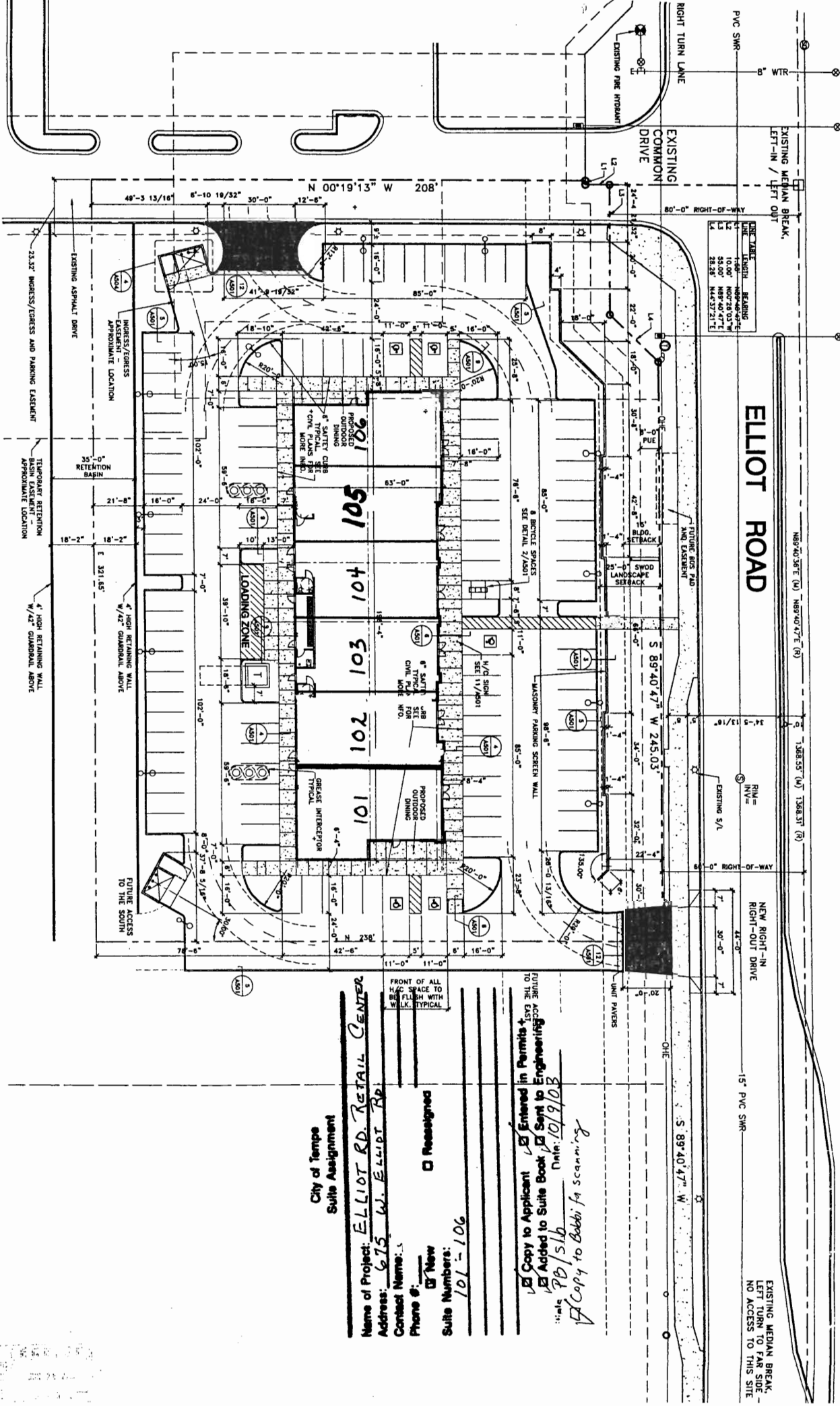
WOLFGANG

**EXISTING
WELLS FARGO
BUILDING**

**EXISTING
WELLS FARGO
PARKING STRUCTURE**

033 03107

ELLIOT ROAD



SITE PLAN

SCALE: 1" = 20'-0"



City of Tempe
Suite Assignment

Name of Project: ELLIOT RD. RETAIL CENTER

Address: 675 W. ELLIOT RD.

Contact Name: _____

Phone #: _____

Suite Numbers: 101 - 106

☐ New ☒ Reassigned

Front of all building spaces shall be flush with sidewalk typical

Copy to Applicant ☒ Entered in Permits ☒

Added to Suite Book ☒ Sent to Engineering ☒

Date: 10/10/2008

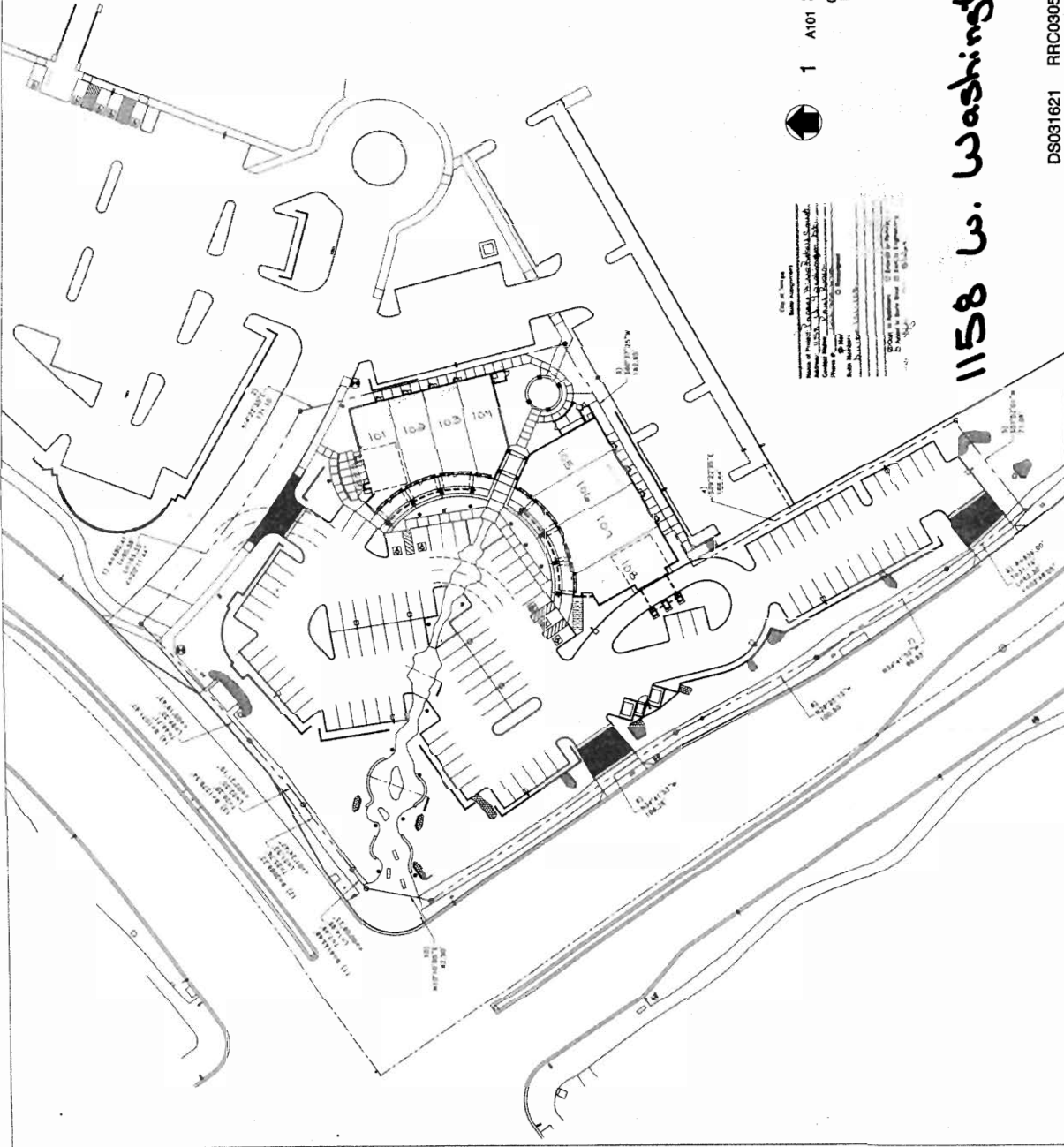
Copy to Bobbi for scanning

UNDERGROUND UTILITIES:

GREASE INTERCEPTORS ARE REQUIRED FOR ALL RESTAURANT TENANTS. FINAL CAPACITY, QUANTITY AND LOCATIONS TO BE DETERMINED.

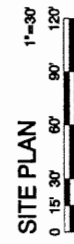
DUAL SEWER LINES MAY BE REQUIRED FOR DOMESTIC AND FOOD SERVICE WASTE.

RESTAURANT TENANTS WILL REQUIRE INDIVIDUAL WATER METERS. SIZE AND LOCATION TO BE DETERMINED.



PROJECT DATA

ZONING: I-1 PAD (CASE NO. SPD-98.22)
 OCCUPANCY TYPE: A2.1
 CONSTRUCTION TYPE: 1-1HR. ATES, W/ SECTION
 50% REDUCTION FOR ONE-HOUR-RATED
 CONSTRUCTION
 YARDS: 2-SIDES, 26.86'
 SITE AREA:
 GROSS 96,199 SF (2,208 AC)
 NET 96,199 SF (2,208 AC)
 LANDSCAPE: 936,000 SF
 37.4K OF SITE
 BUILDING "FLOOR AREA": 11,391 SF
 BUILDING "NET RENTABLE AREA": 12,119 SF
 OUTSIDE DINING PATIO: 2,300 SF
 BUILDING USE: OCCUPANCY TYPE "A2.1" -
 RESTAURANT / 3 F.A. AS KITCHEN • 1:200 = 19
 OCCUPANTS
 ASSUMES 2/3 F.A. AS DINING • 1:15 = 509
 OCCUPANTS
 MAX OCCUPANT LOAD: 528 OCCUPANTS
 PARKING REQUIRED:
 RESTAURANT
 11,391 / 75 = 152 SPACES
 OUTDOOR PATIO
 2,300 / 150 = 16 SPACES
 TOTAL PARKING REQUIRED = 168 SPACES
 PARKING PROVIDED:
 108 INCLUDING 5 1/2 SPACES
 (VARIANCE TO REDUCE TO 108 PER
 SPD-2003.104)
 BIKE SPACES REQUIRED:
 RESTAURANT - 11,391 / 1000 = 11.3
 OUTDOOR PATIO - 2,300 / 2000 = 1.15
 TOTAL BIKES REQUIRED PER ORDINANCE = 13 x
 2 = 26
 BIKE SPACES PROVIDED: 13
 (VARIANCE TO REDUCE TO 13 PER
 SPD-2003.104)



**SUBMITTED
 FOR SUITING
 PURPOSES-**
1158 W. Washington St.

DS031621 RRC03057 SPD-2003.104

SITE PLAN
 1158 WEST WASHINGTON STREET (PROCESSING)
 PAPAGO HILLS
 RETAIL COURT
 RRC03057 SPD-2003.104
 A101
 3.001
 12/20/04



bolmer
 architectural
 group

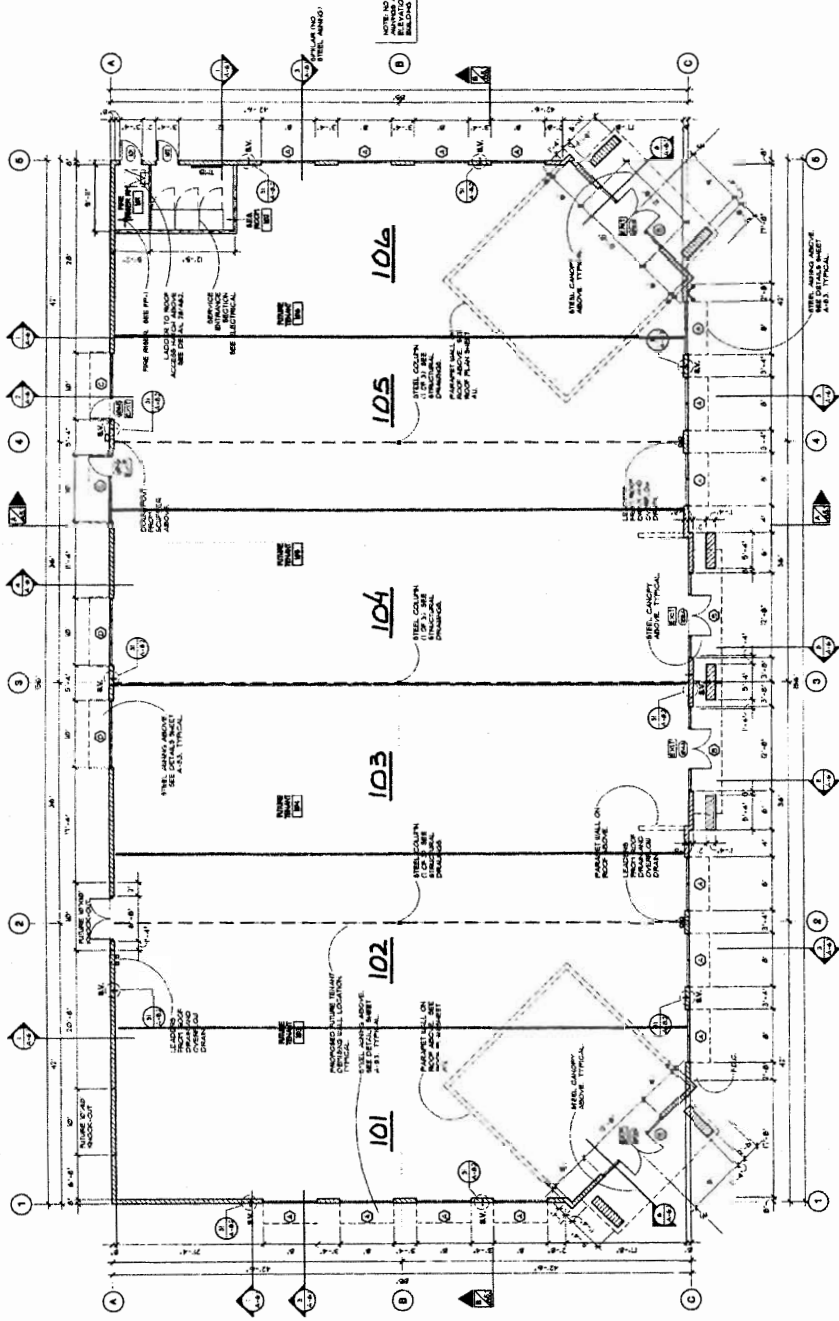
Cawley Architects
 1234 West 4th Street
 Tempe, Arizona
 85281
 (480) 337-3700



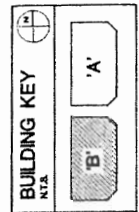
PREST ROAD
 DEVELOPMENT
 CONDOMINIUMS
 8900 & 8154
 S. PREST DR.
 TEMPE
 AZ, 85284

IGE
 DESIGN BUILD
 740 N. 2ND ST. #200
 PHOENIX, ARIZONA
 (480) 898-4001

A-2.2
 of 15



**FLOOR PLAN
 BUILDING 'B'**
 VP - 1 - 0'
 (15,023 SF)



GENERAL NOTES

1. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.
2. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL MECHANICAL, ELECTRICAL, AND PLUMBING (M.E.P.) CODES AND ALL APPLICABLE LOCAL ORDINANCES.
3. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL FIRE PROTECTION ASSOCIATION (IFPA) CODES AND ALL APPLICABLE LOCAL ORDINANCES.
4. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL SOCIETY OF LIGHTING ENGINEERS (ISLE) CODES AND ALL APPLICABLE LOCAL ORDINANCES.
5. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL ASSOCIATION OF ACoustical ENGINEERS (IAAE) CODES AND ALL APPLICABLE LOCAL ORDINANCES.
6. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL ASSOCIATION OF AMPLIFIERS (IAA) CODES AND ALL APPLICABLE LOCAL ORDINANCES.
7. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL ASSOCIATION OF AUDIO ENGINEERS (IAAE) CODES AND ALL APPLICABLE LOCAL ORDINANCES.
8. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL ASSOCIATION OF MUSIC ENGINEERS (IAM) CODES AND ALL APPLICABLE LOCAL ORDINANCES.
9. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL ASSOCIATION OF SOUND ENGINEERS (IAS) CODES AND ALL APPLICABLE LOCAL ORDINANCES.
10. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL ASSOCIATION OF VIBRATION ENGINEERS (IAVE) CODES AND ALL APPLICABLE LOCAL ORDINANCES.

PARTITION KEY

- 1. 0.8 HOUR RATED PARTITION WALL
- 2. 1.5 HOUR RATED PARTITION WALL
- 3. 2.0 HOUR RATED PARTITION WALL
- 4. 4.0 HOUR RATED PARTITION WALL
- 5. 6.0 HOUR RATED PARTITION WALL
- 6. 8.0 HOUR RATED PARTITION WALL
- 7. 10.0 HOUR RATED PARTITION WALL
- 8. 12.0 HOUR RATED PARTITION WALL
- 9. 15.0 HOUR RATED PARTITION WALL
- 10. 20.0 HOUR RATED PARTITION WALL
- 11. 30.0 HOUR RATED PARTITION WALL
- 12. 40.0 HOUR RATED PARTITION WALL
- 13. 60.0 HOUR RATED PARTITION WALL
- 14. 90.0 HOUR RATED PARTITION WALL
- 15. 120.0 HOUR RATED PARTITION WALL

DRAWING LEGEND

- 1. CONSTRUCTION
- 2. MECHANICAL
- 3. ELECTRICAL
- 4. PLUMBING
- 5. FIRE PROTECTION
- 6. LIGHTING
- 7. SOUND
- 8. VIBRATION
- 9. AMPLIFICATION
- 10. AUDIO
- 11. MUSIC
- 12. SOUND REINFORCEMENT
- 13. SOUND ATTENUATION
- 14. SOUND ISOLATION
- 15. SOUND BARRIER
- 16. SOUND SHIELD
- 17. SOUND DEFLECTOR
- 18. SOUND REFLECTOR
- 19. SOUND ABSORBER
- 20. SOUND DIFFUSER
- 21. SOUND SCATTERER
- 22. SOUND FOCUSER
- 23. SOUND DIVERGER
- 24. SOUND CONCENTRATOR
- 25. SOUND DIVERGENT
- 26. SOUND CONVERGENT
- 27. SOUND REFRACTIVE
- 28. SOUND REFRACTIVE
- 29. SOUND REFRACTIVE
- 30. SOUND REFRACTIVE

City of Tempe
 Suite Assignment

name of Project: PREST DR. DEV.
 address: 8154 S. PREST DR.
 contact Name: PREST DR.
 one #1: 4
 ite Numbers: 101-106
☐ Copy to Applicant ☐ Entered in Permits +
☐ Added to Suite Book ☐ Sent to Engineering
 initials: PL Date: 11 FEB 05